Work Management

Work Items

Before any type of work can be accomplished, there must be a Work Item created and a Resource Plan approved, as well as funding available and attached to that Work Item number.

Work management is the first step in the CEFMS "big picture." It is in this module where you will identify the work that needs to be accomplished. The Work Item, a six-digit alphanumeric code, replaces the 15-digit ADP work code used in COEMIS.

PROJECT Work Item codes will be set up by Headquarters (HQ). The system will generate a six-digit code whenever you create a Subproject or Task.

Funding for all Work Items will be entered by the Budget Division for WES work.

At WES, all Projects will be entered by the Office of Technical Programs & Plans (OTP&P). The only Work Items you will be creating in CEFMS will be the Subprojects or Tasks.
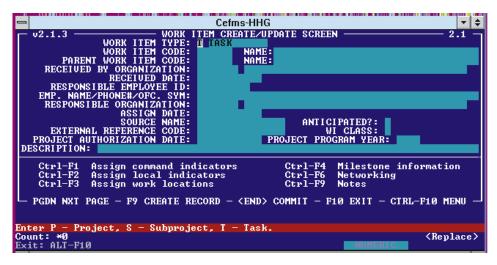
Work Item Create/Update

From the CEFMS Main Menu, type

    3 Financial Management Functions **Enter**

    3 Work Management **Enter**

    3 Create/Update Work Items **Enter**

You will be at Screen 2.1 (see next page).

Screen 2.1

Press the **F9** key to create a new record.

Enter the Work Item type: **S** (Subproject) or **T** (Task). Press **Enter.**

Work Item Code

This field is skipped. The code will be system generated. Press **Enter.**

Name

Type in the name of the Subproject or Task you wish to create. Press **Enter**.

Parent Work Item Code

If you know the Parent Work Item Code, you may type it in and press **Enter.**

OR

If you do not know the code, but you know the name of the parent, press **F4** to go to a list screen and utilize the query function. Press **F2** to query. Press **Tab** to move the cursor to the name field, and type in a part of the name of the parent. For example, if you wanted to query a Work Item with "Zebra Mussel" as the Parent title, you might type **ZEBRA%**, and press **F3** to execute the query. All Parent Work Items starting with the word "Zebra" will be retrieved. Use the **down arrow** key if necessary to move the cursor to the Work Item Code you wish to choose, and press **Enter** to select.

Received by Organization

This is the organization that will be responsible for accomplishing the work. The organization of the individual entering this information is the default. If this is correct, press the **Enter** key to accept this organization. If you need to change the Received by Organization, press the **F4** key to go to a list screen. Press **F2** to query, press **Tab,** type in **NAME OF THE ORGANIZATION%**, and press **F3** to execute the query. Use the **down arrow** key if necessary to move the cursor to the desired organization and press the **Enter** key to accept.

Received by Date

This field is automatically populated with the current date, but you may change this if necessary. To accept the current date, press the **Enter** key. If you wish to change the date, simply type in the desired date in the format **DD-MON-YR** and press **Enter**.

Responsible Employee Data

This will be the person responsible for managing this work. This will be the *only* person who may make any changes to the Work Item and also the only individual who may authorize other employees to originate, approve, and certify purchase requests and commitments for this Work Item. If you will be the Responsible Employee, enter your Employee ID, and press the **Enter** key. If you need to designate another individual, you may either type the Employee ID of the Responsible Employee or press **F4** to go to a list screen and query on the last name. (Press **F2**. Type **THE DESIRED LAST NAME%,** and press **F3** to execute.) Choose the correct employee and press the **Enter** key to accept.

When you choose a Responsible Employee, the Employee Name, Office Symbol, and Responsible Organization (organization code) fields will automatically be populated. NOTE: The Responsible Organization is tied to the Responsible Employee.

Assign Date

This date reflects the date the Work Item was assigned to the receiving organization (performing organization). This is automatically populated. As with the Received by Date field, you may change this if necessary. If the current date is what you want, press the **Enter** key. If you wish to change the date, simply type in the desired date and press **Enter**. Use the format **DD-MON-YR**.

Source Name

This is the agency/organization requesting the performance of the work (i.e., the sponsor). This is an optional field. You may fill it in if you wish. Press **Enter**.

Anticipated

For this field, enter a "Y" if this Work Item is a planning Work Item which may not be currently an actual item of work. It can be included in the Resource Plan, but no funding can be attached. When funds are received for this work, the Responsible Employee can change this indicator. Press **Enter.**

OR

Enter an "N" or leave blank to show that funds are currently available for this Work Item. Press **Enter.**

External Reference Code

This field is optional; you may wish to enter the old COEMIS ADP work code for a reference. Press **Enter.**

WI Class

N/A

Project Authorization Date

This is assigned by HQ. This field will be skipped when entering a Subproject or a Task.
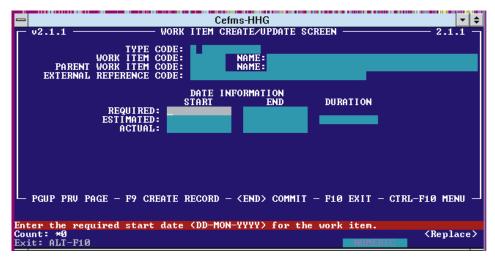
Project Program Year

This field will be skipped when entering a Subproject or Task.

Description

This field is optional. You may enter any description which further defines the work as a reference for you. **Type in the information** and press **Enter**.

Press the **PageDown** key.

This will bring you to Screen 2.1.1.

Screen 2.1.1

The header information will be brought over from Screen 2.1

Required Date

This is an optional field. You may enter the date when the work must begin and end in the format DD-MON-YR. Press **Enter Enter**.

Estimated Date

This is the only required field. Type, for example, **01-OCT-1996;** press **Enter 30-SEP-1999;** press **Enter.**

Duration

(Optional field) For an FY (for example), type **365** and press **Enter.**

Actual

This is an optional field. When the work is completed, you may type the actual dates for the work. Press **Enter Enter.** (You may press the **PageUp** key to return you to Screen 2.1 in order to review/change any data before you commit this record.)

Press **End** to commit (save) the record.

If you are on Screen 2.1.1, press **PageUp** to get back to Screen 2.1.

The system-generated Work Item Code field will be populated. Make a note of this number.

Press **F10** to return to Screen 1.2.

To Update an Existing Work Item

From the CEFMS Main Menu, type

> **3**   Financial Management Functions **Enter**

> **3**   Work Management **Enter**

> **3**   Create/Update Work Item **Enter**

You will be at Screen 2.1. (See diagram, page A2.)

This will allow the update of any fields for Work Items that need to have changes made. *Only* the Responsible Employee of the Work Item should access this screen to make changes.

Once an employee makes a change to the Responsible Employee field, from the moment the End key is pressed, the "ownership" of the Work Item changes to the new employee.

You will need to query on the Work Item. Press **F2** to move into query mode, **Tab** to the Work Item Code field, type in your six-digit Work Item Code (for example, **0013X%**), and press **F3** to execute the query.

The Work Item and all related information will populate the screen. You may press the **Tab** key or the **Enter** key to bring you to the field you need to change. Also, pressing the **PageDown** key will take you to the second page of the form to review the date information. The **Shift** + **Tab** keys will allow you to go back up to a previous field on a screen. Make any needed changes, and press **End** to commit.
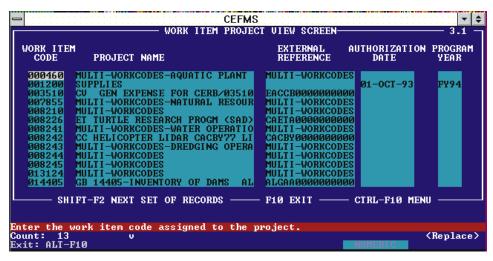
Press **F10** to return to Screen 1.3.

To View Project Information

From the CEFMS Main Menu, type

    3   Financial Management Functions **Enter**

    3   Work Management **Enter**

    4   View Project Information **Enter**

You will be at Screen 3.1.

Screen 3.1

This function shows all existing projects that have been set up in the CEFMS system. Information on this screen shows the

➢ Work Item Code
➢ Project Name
➢ External Reference Code
➢ Authorization Date
➢ Program Year

Use the **down arrow** key or the query function (press **F2, Tab** to the Work Item field, and type in the **WORK ITEM CODE**, press **F3** to execute) to view your project.

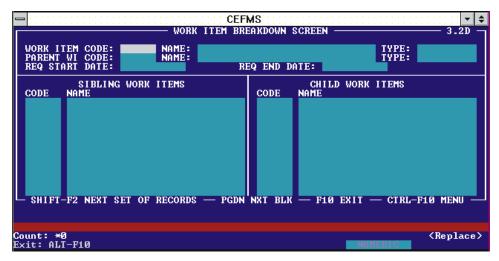Press **F10** to return to Screen 1.3.

View Work Item Breakdown

From the CEFMS Main Menu, type

3   Financial Management Functions   **Enter**

3   Work Management   **Enter**

5   Work Item Breakdown   **Enter**

You will be at Screen 3.2D.

Screen 3.2D

This function shows a breakdown of the Work Item, e.g., siblings (those Work Items at the same level) and children (those Work Items at a lower level) which are attached to the Work Item you are viewing.

Use the query function - press **F2** to query, type in **WORK ITEM CODE** (ex. 0013XL), and press **F3** to execute the query.

The Work Item you are querying will populate the top of the form. All siblings and children will populate in their respective fields. To move to the Sibling Work Item block, press the **PageDown** key. To move to the Children Work Item block, press the **PageDown** key.
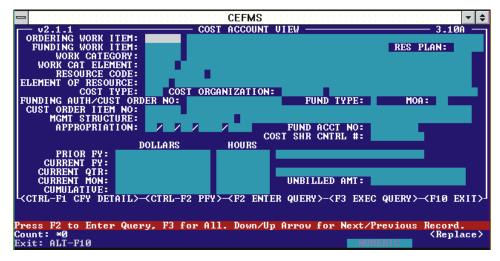
Press **F10** to return to Screen 1.3.

View Cost Account Data

From the CEFMS Main Menu, type

    3   Financial Management Functions **Enter**

    3   Work Management **Enter**

    6   View Cost Account Data **Enter**

You will be at Screen 3.10A.

Screen 3.10A

This function shows the financial information after costs have been incurred against the Work Item.

The funding information you may view from this screen includes:

➢ Ordering and Funding Work Item Numbers
➢ Work Category and Work Category Element
➢ Resource Code and Element of Resource
➢ Cost Type and Cost Organization
➢ Funding Authorization Document (FAD) Number, Fund Type, and Method of Accomplishment (MOA)
➢ Customer Order Item Number
➢ Management Structure
➢ Appropriation and Funding Account Number
➢ Dollars/Hours: Prior FY, Current FY, Current Quarter, Current Month, Cumulative, Unbilled

There are also other view options available to you by pressing the **Ctrl** key along with a specific function key. These are known as Function Specific keys. Each screen will give you additional detail.
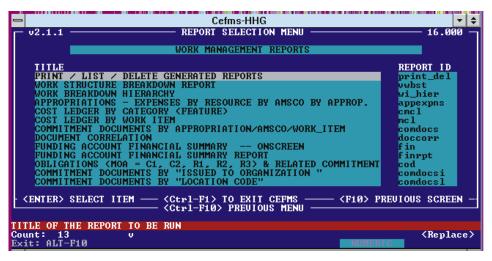
Press **F10** to return to Screen 1.3.

Work Management Reports

From the CEFMS Main Menu, type

    3   Financial Management Functions **Enter**

    3   Work Management **Enter**

    7   Reports **Enter**

You will be on Screen 16.000.

Screen 16.000

Use the **down arrow** key to select the report you want. Press **Enter**.

You will be prompted to enter the following information. Some fields are required; others are optional.

Field Operating Activity (FOA)

Enter **U4**. Press **Enter.**

Period End Date

Enter the 2-digit month and year and press **Enter**. Example: (**06 95**).

Appropriation Information

Enter the suitable information, pressing **Enter** after each field.

Army Management Structure (AMSCO) Code

Enter the code and press **Enter.**

Print When Produced

Enter a "Y" to print the report immediately or press "N" to defer printing until a later time. Press **Enter**.

Copies

Enter the number of copies of the report, and press **Enter**.

Printer

Enter the printer identification (for example, **locl** for local printing) and press **Enter**.

Days to Retain

The default to retain a print file is 3 days. If this time length is appropriate, press **Enter**. You may change this time length by entering the correct number of days and pressing **Enter**.

OK to Proceed

Enter a "Y" and press **Enter.**

The screen will go blank. You may be prompted to enter a port number. Press **Enter**. Respond to any system prompts. Press **Enter** to return to Screen 16.000. Press **F10** to return to the menu screen.